



Crowborough Town Council

Christmas lights

Works Specification

The main elements of the works required will consist of the following:

- Obtain the Cherry Picker Permit licenses
- To present CTC with display options at the Council offices
- To provide, install and take down decorations consist of:
- Lamp Column Frame Displays (Crowborough High Street)
- Lamp Column Frame Displays (Jarvis Brook)
- Across-Street Frame Displays x 9 (Crowborough High Street)
- Lighting scheme for a Christmas tree (approx. 30ft) and for a second tree at Jarvis Brook (approx. 10ft)
- Attendance at the annual switch-on event
- Testing of existing building fixings
- Potential callouts
- Equipment to be safety checked on completion of works before opening switch on
- Provide fairy lights for the market stalls at the Christmas Fair

Lamp locations

Crowborough Hill:

Lamp 4 - Animal Welfare Society

Lamp 5- MI Upcycle Home Furniture Shop

Lamp 6 - MI Cab & MI Van

Lamp 7 - Welat Kebab Takeaway Delivery

Lamp 8 - Opposite Sainsburys Local/ sign for Gentle Dental

Croft Road

Lamp 2- Donna Maria

Lamp 3 -Crowborough post office and Spar

Lamp 4 -Opposite Pusanon Thai

Lamp 9 -is Lamp 509 Next to unit 10 Croft Road

Lamp 7- Leppard's Butchers Crowborough

Lamp 8- Recycling Centre

London Road

Lamp 1 - Cubitt & west Estate Agents

Lamp 3- Tester and Jones

1. Obtain Cherry Picker Licenses

Contact East Sussex Highways to obtain a Cherry Picker Licenses. Application needs to be done online.

East Sussex Highways will require:

- Detailed plan / map of works.
- Exact road names of where Cherry Picker will be placed
- The extent of works (if you will be working at one point or along the whole road)
- Traffic management propose to use and if you will be working on the footpath or on the road
- Times of the day you will be working for each road

2. Display options

The contractor shall present and advise on suitable displays for the town and assist with the decision on this if needed. A minimum of three suitable displays should be available. This should be done in a face-to-face meeting at the Council offices if possible.

3. Installation

Installation of the lights should be done no later than one week prior to the annual lights switch on event. This is normally the last Friday of November.

While installing the light's, the contractor is responsible for ensuring they comply with all road traffic regulations and legislation.

Installation of battery-operated lights for tree at Jarvis Brook.

4. Switch- on

Contractor should be onsite from the morning of the event day to test the equipment and to ensure its working ahead of the event. Any concerns should be reported to the Events Manager.

The contractor is required to provide 100m of fairy/festoon lighting (low wattage led) and install it on market stalls. Installed in sections of 12-15m a section up to 6 sections of market stalls.

Christmas tree lights to be installed and decorated on the morning of the light switch on event.

The contractor is responsible to switch on the lights at 18:00 on the event day.

5. Dismantling

Dismantling the Christmas lights should be completed in the first week of January. Contractor must inform Crowborough Town Council of the day its planned for.

6. Quote

The contract is for the complete process of, procuring, installing, and switching the lights on.

7. Safety

The contractor must provide a method statement and full risk assessment of the works before any contract is accepted. The contractor must ensure that it protects its employees, any council staff and any members of the public visiting the area.

The contractor must always use appropriate PPE in accordance with regulations.

No item is to be left that could result in a slip, trip, or fall to any person. All equipment used must conform to PUWERS 1998 regulations.

The contractor must provide a safe and suitable work area. All work must be carried out in such a way as to ensure that no employees, council staff or any members of the public visiting the site are exposed to any risk of falling objects. Also, that no escape routes are blocked, or access limited in any way.